

## PERSONNEL AND TRAINING BUREAU

**NOTICE**  
12.1.1

July 11, 2012

**TO:** All Sworn Personnel

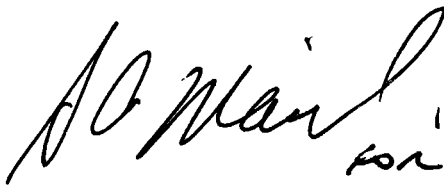
**FROM:** Commanding Officer, Personnel and Training Bureau

**SUBJECT:** MANDATORY CARE AND SECURE STORAGE OF RIFLES AND  
SHOTGUNS AFTER USE IN AN OFFICER INVOLVED SHOOTING

Following an officer involved shooting with any patrol rifle or shotgun, and once the tactical situation is safe, officers shall ensure that the safety is placed in the "on" position. Officers SHALL NOT unload or download the weapon. They also SHALL NOT remove the magazine from the weapon or the round from the chamber.

The weapon shall be placed AS IS, with the safety on, in the trunk of an uninvolved supervisor's vehicle. The uninvolved supervisor will then present the weapon to Force Investigation Division for inspection. Any rifle or shotgun secured in this manner MUST be considered loaded.

If there are any questions regarding this procedure, please contact Lieutenant Michelle Richards, Officer in Charge, Firearms and Tactics Section, Training Division, at (818) 832-3710.



TERRY S. HARA, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau

APPROVED:



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "A"